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NASA Procedural Requirements

COMPLIANCE IS MANDATORY

NPR 3600.2A

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Request Notification of Change (NASA Only)

Subject: NASA Telework Program

Responsible Office: Office of Human Capital Management

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Chapter 5. Worksite and Equipment

5.1 Worksite/Duty Station

5.1.1 Generally, telework will be performed at an alternative worksite, such as the employee's residence or other location within the employee's local commuting area that is conducive to performing assigned duties. Telework may be performed at a Telework Center if available and approved, based on available funding and when determined to be mutually beneficial to both the Agency and the employee. The alternative worksite of an employee will not change the duty station unless:

- a. The alternative worksite is located outside the employee's local commuting area of the employee's duty station.
- b. The employee is not required to report at least twice within a biweekly pay period to their official worksite. In such cases, the employee's alternative worksite is the employee's duty station for purposes of pay, leave, and other benefits. (5 CFR 531.605)
- c. Any exception to the above will be approved by the supervisor, appropriately documented, and be temporary in nature such as one of the following:
 - (1) The employee is recovering from an injury or medical condition.
 - (2) The employee is affected by an emergency situation which temporarily prevents the employee from commuting to the regular official worksite. Note: As indicated in this directive at paragraph 2.7.1 f, supervisors shall consult with their OHR prior to approving requests for telework outside the employees' local commuting area to address whether the work can be performed remotely and issues associated with pay, benefits, travel, information security, and potential impact on the organization's travel funds. OHR will advise supervisors whether a supplemental telework agreement is necessary and confer with OGC/OCC, as necessary.

5.2 Equipment/Information Technology (IT)

5.2.1 To the extent permitted by Federal laws, regulations, and Agency policies and procedures, IT and/or communication equipment, software, etc., may be provided by the Agency to a teleworker. The equipment should be determined necessary for the performance of the employee's assigned duties, reasonably available, cost effective, and subject to the availability of funding.

5.2.2 When an employee has not been issued a Government cell phone, NASA officials may reimburse employees for telephone and data access. Employees are required to certify that all usage of such services is for official Government business.

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